

Facilities Manager - Santa Monica

Google's Real Estate and Workplace Services is renowned for building and maintaining unique, invigorating environments that allow our employees to focus on innovation. We make sure that Google employees inhabit the most dynamic, innovative – and functional – work settings possible. Our team of real estate, construction, facilities operations and services professionals are naturally inquisitive and energetic, and we thrive in a fast-paced environment – constantly searching for new ways to improve workplace efficiency.

Job Description:

You will have previous Facilities management experience and will take responsibility for operational management in a single large facility or multiple facilities. You will have control of budgets and costs, managing an out-sourced team and will be responsible for aspects of the operational and strategic FM services. You will need to demonstrate core organization and management skills to satisfactorily manage all aspects of the role.

Responsibilities:

1. Plan and manage delivery of daily office activities, employee programs, and service objectives in a multiple site setting.
2. Lead and manage large facilities team, which can include in-sourced managers and outsourced staff; responsible for hiring, coaching and developing the team, ability to effectively delegate is a must.
3. Oversee daily operations of offices in all areas of workplace services including reception, security, mail, and ticketing system.
4. Oversee property management services including: maintenance of building and mechanical systems, janitorial service and supplies, and health and safety in a demanding environment that requires the highest level of service delivery.
5. Act as on-site liaison during planning and construction of office expansions and is also responsible for managing vendor service contracts and RFP processes, purchase orders, space planning, tracking, move coordination, and new hire space accommodations.

Requirements:

1. BA/BS degree preferred with a strong academic record.
2. At least 5 years of service experience with an emphasis on facilities, hospitality, corporate services, property management or equivalent office management experience; multiple language skills a plus.
3. Advanced experience developing and managing budgets (including capital budget justification) with strong financial, contract management and purchasing skills.

4. Knowledge of property management, food service, leases, construction terms and practices, understanding and knowledge of industry trends and direction.
5. Demonstrated ability to handle multiple requests and work in a fast paced office environment with a proven record of effecting strategic change and initiatives where prudent.
6. Proven service-minded and strong customer service focus, flexible and open to new ways of doing business, and advanced people management and leadership skills to communicate at all levels.
7. Proficient in the use of common business software programs; and familiarity with Google applications desired, excellent communication skills, both written and verbal; strong presentation skills.

Company Overview: Google's innovative search technologies connect millions of people around the world with information every day. Founded in 1998 by Stanford Ph.D. students Larry Page and Sergey Brin, Google today is a top web property in all major global markets. Google's targeted advertising program, which is the largest and fastest growing in the industry, provides businesses of all sizes with measurable results, while enhancing the overall web experience for users. Google is headquartered in Silicon Valley with offices throughout North America, Europe, and Asia.

Link to apply for job: <http://www.google.com/intl/en/jobs/uslocations/santa-monica/rews/facilities-manager-santa-monica/index.html>

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